

Community and Economic Development Assistant Director

POSITION SUMMARY: The assistant director works closely with supervisory staff and with outside entities, governmental agencies, and stakeholders in strategic planning efforts to ensure the adequacy of the City's future economic and community development needs. The scope of responsibilities includes technical, administrative, and professional work related to the areas of community development, economic development, inspections, and planning. Represents and/or at the direction of the director, assigns staff to represent the City in regional and state boards and committees. Responsible for the efficient and orderly operations of the five branches of the department: planning, economic development, community development, building inspections, and code enforcement. Leads the department's data analytics and ensures compliance with state and federal regulations. Responsible for finding solutions to highly complex issues, personnel management, training, and advising the director on policy matters. Critical thinking, reasoned judgment, diplomacy, knowledge of fiscal issues, planning competencies, and excellent management, leadership, and communication skills are required.

SUPERVISION RECEIVED: Work is performed under the leadership and direction of the director of community and economic development.

SUPERVISION EXERCISED: This position will lead and direct subordinate departmental positions for efficient, productive management and operations of the department.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Assist the director of community and economic development in developing plans and goals related to planning and urban redevelopment in accordance with community needs, demographic trends, and City vision.
2. Conduct research into the economic, fiscal, physical, and social structure of the city. Prepare comprehensive plans with respect to land use, zoning, transportation, recreation open space, public utilities, and other subjects for use in planning city development.
3. Work cooperatively with the director of community and economic development, city manager's office, City Council, Planning Commission, Community Development Committee, Parks and Recreation Commission, City departments, and others to establish priorities, develop management plans, coordinate activities, and implement a variety of special projects.
4. Work cooperatively with the director of community and economic development regarding data needs and establish priorities, develop plans and goals, and implement projects.
5. Compile and analyze data on current conditions and trends in areas such as land use, population, and housing. Recommend solutions to identified and/or evolving community needs. Collect and organize data associated with other community planning programs.
6. Perform cost benefit analysis for proposed programs, projects, and software. Recommend and implement changes as appropriate.
7. Lead the department's data analytics and identify and forecast economic indicators that

could impact department services, such as construction impacts, growth rates, vacancy counts, and rental costs.

8. Assist with and help direct recruitment, hiring, and direction of department personnel directly and through subordinates. Provide effective leadership and mentoring of personnel.
9. Assist the director with the supervision of personnel, evaluate performance, and provide timely coaching and performance evaluations for subordinate employees and issues disciplinary actions and accommodations as appropriate. Ensure that proper labor relations and conditions of employment are maintained.
10. Identify employee development and training needs. Confirm assigned department staff have required certifications and licenses and that current licenses are on file with the City.
11. Work cooperatively with the director of community and economic development, city manager's office, and others in preparing various reports, displays, resolutions, and ordinances, and presents information to the City Council. Present and make recommendations to the City Planning Commission and other boards, commissions, and committees as necessary.
12. Seek out and make recommendations for grant opportunities related to planning and economic development. Works cooperatively with the finance department in administration of the grants.
13. Assist with preparing, managing, and presenting annual budget requests; practices sound fiscal control in assigned areas of responsibility by performing cost fiscal governmental practices and monitoring revenue and expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
14. Provide high quality customer service. Research, investigate, and resolve inquiries and/or complaints made by citizens, property owners, businesses, or other personnel, and refer to proper departments as required. Follow up within scope of authority, identify and recommend process improvement opportunities and collaborate with staff to implement improvements.
15. Attend staff meetings, community meetings, and other meetings as assigned. Prepares regular status reports, completes special projects, and makes public presentations as directed.
16. Stay informed and advise others of changing regulations, policies, practices, and other developments in the planning, community development, economic development and building inspections fields through training and continued education. Attend training conferences and participate in other opportunities to stay current in the field.
17. Ensure compliance with local, state, and federal regulations in areas such as staff licensure, permits, and restrictions.
18. Act as department spokesperson and perform the authorized duties of the director of community and economic development as directed by the director.
19. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in city and regional planning, urban planning, public administration, or related field. An equivalent combination of education, training, and experience may substitute for the degree requirement. A master's degree in planning or public administration or related field is desirable.
- B. May be required to be certified by the American Institute of Certified Planners (AICP) is highly desired and required following the AICP eligibility period.
- C. Obtain and maintain any certifications or licenses required of the position.
- D. Minimum of five years progressively responsible work related to city planning, economic development, and community development.
- E. Knowledge of modern principles and practices of local government administration including the principles and practices of city planning, community development, zoning, redevelopment, and rehabilitation.
- F. Ability to gather and analyze data for the purpose of preparing accurate and timely reports, recommendations, memoranda, letters, and responses to requests for information. Ability to communicate and present information effectively both in verbal and written manner to varied audiences.
- G. Demonstrate proficiency in the use of, and the ability to quickly learn and train others in, information technology, including software applications used in the collection, graphic presentation, and analysis of data-related short and long term planning and other areas of responsibility, including Geographic Information Systems (GIS).
- H. Ability to locate and secure alternative funding including state and federal grants and perform oversight and compliance.
- I. Knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management.
- J. Knowledge of training and supervisory techniques and employees policies and procedures. Demonstrate skill in planning, organizing, scheduling, directing, coordinating, and evaluating work activities.
- K. Has established effective and cooperative working relationships using tact, good judgment, resourcefulness, and confidentiality when working with City personnel, volunteers, contractors, vendors, and the public.
- L. Proven ability to think strategically, learn about diverse City operations and processes, communicate effectively and maintain favorable public relations.
- M. Demonstrates excellent organizational skills, is highly detailed, and has the ability to problem solve and recommend and implement solutions. Skill in organizing schedules and coordinating associated resources.

- N. Ability to work effectively within deadlines, under stress, and with changing work priorities.
- O. Demonstrate ability to think strategically, learn about diverse City operations and processes, communicate effectively, and maintain favorable public relations.
- P. Possession of a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk and hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit, stand, and/or walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight. Bending, twisting, and stooping are also frequent requirements of the position.

While performing the duties of this job, the employee regularly works in a business office setting and may occasionally work in the field. The noise level in the work environment is usually quiet. The employee may work in environments that include traversing uneven terrain at construction, potential development or re-development sites, and in all types of weather conditions. The employee is required to drive in inclement weather.

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